

City of Milpitas Building Inspection Division

455 E. Calaveras Blvd., Milpitas, CA 95035
Telephone: 408-586-3240 • Fax: 408-586-3285

New Residential Buildings Submittal Requirements

Project Address: _____

Date: _____

In order to process and expedite your request for a Building Permit, please submit the applicable items listed below and include this Checklist in your submittal. Please ask the Building Inspection staff if you have any questions.

A. Four (4) complete sets of drawings to include:

1. General

- ☐ Grading Plans and Site Improvement Plans must be submitted under a separate package; please see the checklist specific to each submittal.
- ☐ Wet signature on all documents by design professionals
- ☐ Name, title, and registration number, address and telephone number of applicable design professionals
- ☐ Cover sheet information with applicable Codes and Editions listed

2. Architectural

- ☐ Site Plan
- ☐ Roof Plan
- ☐ Floor Plan
- ☐ Four Elevations
- ☐ Cross Sections (2 minimum)
- ☐ Architectural Sections, Details, Notes
- ☐ Landscape

3. Structural

- ☐ General Notes and Standard Details
- ☐ Foundation Plan
- ☐ Floor Framing Plan
- ☐ Roof Framing Plan
- ☐ Sections and Details

4. Electrical

- ☐ Location of Service
- ☐ Location and Size of Panels
- ☐ Switches, Lights and Outlet Locations
- ☐ Provide calculations to show the sizing of the electrical service

Checklist Continues

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5. T-24 Energy

- ☐ CF-IR on drawings

6. Mechanical

- ☐ Appliances, Ducts and Registers Locations
☐ Mechanical Ventilation System
☐ HVAC sizing calculations will be required for all submittals

7. Plumbing

- ☐ Location of Fixtures

B. Documentation to Accompany Drawings

Two (2) sets of the following:

- ☐ Structural Design Calculations
☐ Soil Report
☐ T-24 Energy Calculations
☐ County Health Department Approval for Septic Tanks (if applicable)
☐ Copy of Special Conditions and Other Required Items Indicated by Planning Commission Review

Notes:

1. If one or more required items are not submitted, the application will be considered incomplete and will not be processed.
2. As per Section II-1-18.02 of the Milpitas Municipal Code, any structural system plans for Hillside construction shall be designed and prepared by a civil or structural engineer licensed in the State of California.
3. Building Permits may only be issued to a Homeowner or a Licensed Contractor.
4. If the Homeowner is going to hire workers, it is required by State Law that the homeowner obtain Worker's Compensation insurance. Proof of insurance is required prior to the issuance of a building permit.
5. Homeowner permits will be issued for construction, if the owner indicates the intent to do his/her own work. In the event that inspection shows that the applicant is unable to perform the work satisfactorily, the work, must be performed by licensed contractors. Homeowners assume the same responsibility as contractors.

Signature:

I have read the above information and have submitted all the required information.

Print Name: _____ Telephone Number: _____

Signature: _____ Date: _____